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CONSTITUTION

AND

BY-LAWS

OF THE

Royal Military College Club of Canada



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CONSTITUTION

ARTICLE 1.

NAME.

Sec. 1. The name of this Club shall be The Royal Military College Club of Canada.

ARTICLE 2.

OBJECTS.

Sec. 1. The objects of the Club are: The bringing together of its Members for their mutual benefit and support; the encouragement and maintenance of that brotherly and friendly feeling which has always existed among Cadets; and the advancement of the welfare of its members, the Cadets and of the Royal Military College generally.

ARTICLE 3.

ORGANIZATION.

Sec. 1. The organization shall consist of a Mother Club and subordinate to it, branch or local clubs, which shall be granted Charters by the Mother Club upon the conditions in this constitution set forth.

Sec. 2. The Mother Club shall meet annually in convention and at such meeting it shall be decided the time and place where the next convention shall be held and every member shall be given notice at least three months before the date decided upon.

Sec. 3. The Club in convention shall be the directing body of the Club. In recess of convention the powers of the Club shall be exercised by a General Council appointed at each annual convention.

ARTICLE 4. GENERAL COUNCIL.

Sec. 1. At the annual convention a General Council shall be appointed consisting of delegates nominated by each branch club, together with delegates previously nominated by the outgoing Council to represent such members who do not belong to a Branch Club. The General Council shall during the Convention elect from its members the officers of the Club for the ensuing year, and a Managing Committee to be known as the "Executive Committee of the General Council," which when the Council is not in session may exercise the powers of the General Council and transact the business of the Club.

Sec. 2. The number of delegates to Council from the Branch Clubs and from members not belonging to Branch Clubs for the next following Convention shall be left entirely in the hands of the General Council.

ARTICLE 5. EXECUTIVE COMMITTEE OF GENERAL COUNCIL.

Sec. 1. There shall be elected by the General Council from its members an Executive Committee composed of five members, any three of whom shall form a quorum. To this committee may be delegated the powers of the General Council. The officers of the Club shall (ex officio) be members of this committee in addition to the elected members.

ARTICLE 6. MEMBERSHIP.

Sec. 1. To be eligible for membership, a gentleman must have served at the Royal Military College of Canada, as a Gentleman Cadet.

Sec. 2. Every candidate must be proposed by one Member and seconded by another. The Executive Committee of the General Council are empowered to investigate into the merits of proposed Candidates and the advisability of receiving them into the Club.

Sec. 3. The admission of Members into the Club shall be by ballot of the Executive Committee. Three adverse votes received within one month from date of issue of ballot paper will exclude.

When circumstances prevent a meeting of the Executive Committee for this purpose, a ballot may be taken by mail.

Sec. 4. Should the Executive Committee decide unfavourably, the proposer and seconder of the proposed candidate shall be requested to withdraw his name; if they (the proposer and seconder) refuse and appeal to the Club (as is their privilege and right) a vote of two-thirds of the members present at the next Annual Convention will be necessary for his election.

ARTICLE 7. HONORARY MEMBERS.

Sec. 1. Gentlemen who are, or at any time have been connected with the Royal Military College of Canada, or who have in any way

rendered special service to the College or the Club, may be elected Honorary Members at any Annual Convention of the Club.

An adverse vote of ten per cent. of those voting with a minimum of three black balls will exclude. The Honorary Secretary must be notified in sufficient time by the proposer of a name for Honorary Membership, in order to permit the name being notified in the circular calling the Annual Convention.

Sec. 2. The Senior Gentleman Cadet of the Royal Military College of Canada, shall be an Honorary Member of the Club while at the College.

Sec. 3. Honorary Members shall enjoy all the privileges of Ordinary Members but shall have no vote. They will be exempt from the payment of the Annual Subscription to the Mother Club.

ARTICLE 8.

LIFE MEMBERS.

Sec. 1. Any member may on application be made a Life Member, or any candidate duly elected to the Club, may become a life member on payment of fifty dollars, thus relieving such member from further fees to the Mother Club.

Sec. 2. Subscription derived from Life Members shall be invested and the interest only shall be available for ordinary purposes.

ARTICLE 9.

HONORARY LIFE MEMBERS.

Sec. 1. Members may be transferred from Ordinary or Life Membership for services rendered of an exceptional character in aid of the College or the Club, to Honorary Life Membership.

Sec. 2. Where it is proposed to transfer any member under the next preceding section his case must be fully considered by and receive the unanimous consent of the Executive Committee. The name of such Member will then be voted upon at the next Annual Convention of the Club, and if supported by the majority of the Members present, will be declared elected and transferred to this special class.

ARTICLE 10.

CORRESPONDING MEMBERS.

Sec. 1. Corresponding Members when necessary may be appointed by the Executive Committee, and shall hold office until their successors are appointed.

Sec. 2. It shall be the duty of Corresponding Members to advise the Honorary Treasurer of the Club, at least once a year, of the names, employment, address, etc., of the Members of the Club resident in the country which they have been elected to represent, as well as such other information as may be desired by the Executive Committee.

ARTICLE 11.

OFFICERS.

Sec. 1. The Officers of the Club shall consist of a President, two Vice-Presidents and an Honorary Secretary-Treasurer.

ARTICLE 12.

DUTY OF THE PRESIDENT.

Sec. 1. It shall be the duty of the President, in addition to Article 7 of the By-Laws, to enforce the Constitution and By-Laws, and generally to supervise the affairs of the Club.

ARTICLE 13.

DUTY OF THE VICE-PRESIDENT.

Sec. 1. It shall be the duty of one Vice-President to officiate in the absence of the President, in accordance with Article 7 of the By-Laws, and they shall assist that officer in the discharge of his duties.

ARTICLE 14.

DUTY OF THE HONORARY SECRETARY-TREASURER.

Sec. 1. The duties of the Honorary Secretary-Treasurer shall be as follows:

- (a) He shall keep correct minutes of the proceedings of all meetings.
- (b) He shall keep a book showing the names, address and employment of all the Members of the Club.
- (c) He shall conduct all the correspondence of the Mother Club.
- (d) He shall notify each newly elected Member of his election, at the same time requesting him to remit the amount of his subscription, either direct or through his Branch Club.
- (e) He shall furnish all Members desiring it, the names and address of any Members.
- (f) He shall, when so desired, write to Members and others, to obtain any information which may facilitate the finding of employment or the advancing of the welfare of any Member.
- (g) He shall, without unnecessary delay, furnish all members in good standing with a copy of the Proceedings of the Annual Meeting.
- (h) He shall give not less than fifteen days notice to each member of the time and place of holding Meetings.

- (i) He shall collect all subscriptions, either direct or through the Branch Club as may be necessary, and keep an account of the same with each Member of the Club, and account for all monies belonging to the Club, and disburse the same on vouchers approved of by the President or one of the Vice-Presidents, or Chairman elected in accordance with Article 7, Section 1, of the By-Laws.
- (j) He shall prepare and submit an Annual Report and Statement of the affairs of the Club.
- (k) He shall when instructed so to do by resolution at the Annual Convention, compile and forward by mail to the registered address of each Member of the Club, in good standing, a copy of a "Reference Book," which shall contain the names of all Cadets who have attended the Royal Military College of Canada, giving date of entrance and graduating (or of leaving if not a graduate) rank, and Corps in the Army or Militia, or both, permanent and temporary address, occupation and employment, together with such other information as in the opinion of the Managing Committee is desirable.

ARTICLE 15.

DUTIES OF GENERAL COUNCIL.

The General Council shall meet at each annual convention of the Club, and at such other times as the president of the Club deems it necessary to call the Council together.

(a) It shall be the duty of the Council to elect from its members the officers of the Club for the ensuing year, and an Executive Committee to which the Council may delegate all or any of its powers, and who will transact all the business of the Club when the General Council is not in session.

(b) It shall be the duty of the Council to deal with all matters referred to it by the Club in convention, and further to deal with all matters referred to it in recess of Convention by the Branch Clubs or from other sources through its Executive Committee.

ARTICLE 16.

DUTIES OF EXECUTIVE COMMITTEE.

Sec. 1. The Executive Committee shall meet at such times and places as they may think necessary or the business may require.

Sec. 2. It shall transact the business of the Club when the General Council is not in session and shall exercise the powers of the Council when such powers are delegated.

Sec. 3. It may fill up any vacancies in the Committee from other members of the General Council.

Sec. 4. Three shall form a quorum of a Committee Meeting, or they may carry on business by mail.

ARTICLE 17.

LOCAL BRANCHES.

Sec. 1. The General Council may, upon application of 10 bona fide members of the Club residing in one locality, form and charter a local branch in such locality, whose powers, duties and officers shall be as hereinafter set forth.

Sec. 2. The directing body of such local branch shall be known as the managing committee, and shall consist of:

- (1) President
- (2) Vice-President
- (3) Secretary-Treasurer.
- (4) A Committee of Three Members.

The officers shall (*ex officio*) be members of the committee.

Sec. 3. Each branch club shall forward to the Secretary-Treasurer of the Royal Military College Club, on or before 1st February of each year, nominal roll of its members, setting forth the names and addresses of each member, with the annual fee of \$2.00 per member due to the Parent Club.

Sec. 4. Each Branch Club will be entitled to representation on the general Council of the Club, and the local branches should, when possible, defray the actual travelling and living expenses of their delegates to the annual convention.

Sec. 5. Each Branch Club shall on or before 1st February submit an Annual Report to the Mother Club of the Proceedings of the Branch Club for the preceding year.

ARTICLE 18.

SUSPENSION OF OFFICERS.

Sec. 1. Any officer of the Club may be suspended from office by the General Council for continued neglect of duty or violation of the rules of the Club.

Sec. 2. When circumstances prevent a meeting of the Executive Committee for this purpose, a decision may be come to by mail, and the officer shall be deemed suspended from the time of the mailing by the Honorary Secretary-Treasurer of a prepaid letter to his ordinary address, advising him of such decision.

ARTICLE 19.

REMOVAL OF MEMBERS.

Sec. 1. Any Member who shall conduct himself in such a manner as to bring discredit or dishonour upon the Club, shall be liable to be struck off the roll of Members.

Sec. 2. The case must first be investigated and decided on by the Executive Council, subject to appeal to the Club by such Member at the next Annual Convention. The decision of the Club shall be final.

Sec. 3. Any such Member shall forfeit all rights as a Member from that date.

ARTICLE 20. ANNUAL CONVENTION.

Sec. 1. The Annual Convention of the Club shall be held at such time and place as may be decided upon at each Annual Meeting of the Club in Convention.

ARTICLE 21. EXTRAORDINARY MEETINGS.

Sec. 1. The Executive Committee shall with the approval of the Council, have power at all times to convene an extraordinary meeting of the Club, on giving fourteen days' notice to the Members, specifying the objects of such Meeting in the form of a resolution, at which meeting no subject shall be discussed other than that specified in the notice.

ARTICLE 22. FORFEITURE OF RIGHTS.

Sec. 1. Any person who ceases to be a Member of the Club, shall forfeit all rights or claim to any portion of the Club's property or funds.

ARTICLE 23. RESIGNATIONS.

Sec. 1. Any Member wishing to withdraw from the Club, shall give notice in writing to the Honorary Secretary-Treasurer and shall be allowed to withdraw upon payment of all arrears and subscriptions and unpaid accounts.

ARTICLE 24. AMENDMENTS.

Sec. 1. The Constitution of the Club may be added to, altered or amended by a two-thirds vote of the members present at the Annual Convention, either by open or sealed ballot, as may be decided by General Council.

Sec. 2. Notice of proposed change, with full particulars in writing must be forwarded to the Honorary Secretary-Treasurer, for the purpose of distribution among the Members, and if deemed advisable by the General Council to do so. Such notice should be received within six months of next Annual Convention to receive consideration at such Convention.

BY-LAWS

ARTICLE 1.

CHAPLAIN.

Sec. 1. A Chaplain may be elected at the Annual Convention.

ARTICLE 2.

HONORARY SOLICITOR.

Sec. 1. An Honorary Solicitor may be elected annually at the Annual Convention.

ARTICLE 3.

PATRON.

Sec. 1. There may be a Patron.

ARTICLE 4.

ELECTION OF CHAPLAIN AND HONORARY SOLICITOR.

Sec. 1. The Chaplain and Honorary Solicitor shall hold office until the day after their successors are appointed.

ARTICLE 5.

SCRUTINEERS.

Sec. 1. Two Scrutineers shall be elected at every Annual Convention by the Members present, whose duty it shall be to count the ballots and declare the officers elected by the General Council.

ARTICLE 6.

AUDITORS.

Sec. 1. The Auditors shall be appointed by the Executive Committee to meet the Honorary Secretary-Treasurer some time previous to the date of the Annual Convention, after the close of each year, whose duty it shall be to make a careful audit of the books and accounts and present a written report at the Annual Convention.

ARTICLE 7.

CHAIRMAN.

Sec. 1. The President, or in his absence, suspension, or refusal to act, one of the Vice-Presidents (in the order elected) shall take the chair, or in their absence, suspension or refusal to act, a Chairman shall be elected at any Meeting of the Club or of any Committee.

ARTICLE 8.

HONORARY PRESIDENT.

Sec. 1. An Honorary President may be elected at the Annual Convention of the Club.

ARTICLE 9.

FINANCES.

Sec. 1. The Executive Committee may make arrangements with any one of the Chartered Banks doing business in Canada for the deposit of moneys, and for conducting other financial matters, as they shall from time to time deem necessary.

Sec. 2. In the event of the office of Honorary Secretary-Treasurer becoming vacant by death, resignation or otherwise, the Executive Committee shall appoint an Honorary Secretary-Treasurer for the unexpired term, who shall hold office until his successor is elected.

ARTICLE 10.

SUBSCRIPTIONS.

Sec. 1. The annual subscription shall be two dollars (\$2.00) per year.

Sec. 2. Annual subscriptions shall commence and be due on the first day of January in every year, membership dates from the first day of the calendar year in which the application for membership is made.

Sec. 3. No member shall be allowed to take part in any proceedings of the Club, or vote on any subject connected therewith until he shall have paid all arrears and subscriptions which may be due by him.

Sec. 4. It shall be optional with the Executive Committee to strike the name of any Member off the Roll of Members who is in arrears, and notify him to that effect.

ARTICLE 11.

ORDER OF BUSINESS.

Sec. 1. The Order of Business at every Annual Convention shall be as follows:—

- (a) Reading of Minutes of last Annual Convention or of any Extraordinary Meeting.
- (b) Report of the Honorary Secretary-Treasurer.
- (c) Correspondence.
- (d) Report of the Auditors.
- (e) Report of the Council.
- (f) Report of any other Committee or Member.
- (g) Unfinished Business from last Meeting.
- (h) Election of Honorary Solicitor and Chaplain.
- (i) New Business.
- (j) Appointment of General Council.
- (k) Fixing time and place of next Annual Convention.
- (l) Reading of papers.
- (m) Adjournment.

ARTICLE 12.

VOTING.

Sec. 1. A majority of the Members present, in good standing at any meeting and voting by a show of hands, shall decide all questions, except where otherwise expressed.

Sec. 2. The Chairman shall have a vote only where there is an equality of votes, when he shall have the casting vote. If under such circumstances the Chairman refuses to vote the motion shall be considered lost.

ARTICLE 13.

SIGNING OF MINUTES.

Sec. 1. The Chairman of a Meeting shall sign the minutes of the previous meeting after they have been confirmed and adopted.

ARTICLE 14.

MOTIONS.

Sec. 1. All motions or resolutions must be made in writing.

ARTICLE 15.

RULES OF ORDER.

Sec. 1. Any Member wishing to speak will arise and address the Chair.

Sec. 2. If two or more Members shall claim the floor at the same time, the Chairman shall decide who is entitled to it.

ARTICLE 16.

HONORARY SECRETARY-TREASURER'S EXPENSES.

Sec. 1. The Honorary Secretary-Treasurer shall be entitled to receive from the funds of the Club his necessary expenses, to and from his home, to attend all Meetings of the Club, or General Council or Executive Committee.

ARTICLE 17.

ADDRESS OF MEMBERS.

Sec. 1. Every Member shall notify the Honorary Secretary-Treasurer at least once a year of his address and any change thereof.

ARTICLE 18.

ABSENTEES.

Sec. 1. Members who do not attend the Annual Convention may send any communication to the Convention, which will be received and read and may be acted upon.

ARTICLE 19.

READING OF PAPERS.

Sec. 1. Any Member may read a paper or papers at the Annual Convention if approved of by resolution of the Meeting.

Sec. 2. The title of all papers to be read at an Annual Convention shall be forwarded to the Honorary Secretary-Treasurer not later than two weeks prior to date of the Convention and when read shall be handed to that officer in completed form ready for the printer.

Sec. 3. The Honorary Secretary-Treasurer shall forward to each author the printed proof of his paper, if residing in Canada, to be corrected but not added to, the same to be returned to the Honorary Secretary-Treasurer within seven days of the receipt of the same; if not so returned, the Honorary Secretary-Treasurer may, if necessary, correct without the approval of the author.

ARTICLE 20.

DISTINCTIVE BADGE.

Sec. 1. The Distinctive Badge shall be as follows:—

- (a) Scarf Pin, Watch Charm and Studs.
A dexter arm in armour embowed in a hand holding three maple leaves; enamelled appropriately in black, leaving the studding of the armoured arm in relief.
- (b) Cuff links.
On one side the badge, the other being a twisted bar of gold.

ARTICLE 21.
ANNUAL DINNER.

Sec. 1. An Annual Dinner may be held at or about the time of the Annual Convention.

ARTICLE 22.
AMENDMENTS.

Sec. 1. The By-Laws of the Club may be added to, altered or amended, by a two-thirds vote of the Members voting by sealed letter ballot.

Sec. 2. Notice of proposed change, with full particulars in writing must be forwarded to the Honorary Secretary-Treasurer for the purpose of distribution among the Members not later than the fifteenth of October.



